



KEY PERFORMANCE AREAS	KEY PERFORMANCE INDICATORS	BUDGET INPUTS	ACTUAL EXPENDITURE	ANNUAL TARGET	RATE 1-3	ACTUALS	MEASURES TO IMPROVE PERFORMANCE
	Prepare the Annual Mayoral Employees Performance Awards	R180 000	Input: Human Resource In-house Project Budget  R120 000	31 December 2009		Develop guidelines and procedures for the Mayoral Performance Awards Co-ordinate	Done

**DEPARTMENT: CORPORATE SERVICES**

*Human Resources and IT Services, leading and managing staff, staff control and discipline, offer support service to council and management, skills development, job evaluation, by-laws and employment equity, implementing and managing strategic goals, policies, procedures and plans for the department.*

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Manage staff within the department so that they are able to meet their objectives.	Every employee to have a role description and Weekly WORK LOG link to the overall strategic objectives of the department	Human Resource	NIL	Report Submitted to the Evaluation Committee at the end of the fourth Term.		Every Employee is having a Job description and have not concluded work-logs	Done
	C. Management of • Overtime Payments	R 2 50 000	R150 000	Monthly submission of over-time, leave		All Departmental meetings are held on monthly bases,	Done

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	<ul style="list-style-type: none"> <li>Leave Status report</li> <li>Stand-by payment</li> </ul>			and stand-by reports to MCM	👍	whereby issues are resolved the staff morale is high	
	Evidence to show that the Department/Unit has complied with the Health and Safety Policy.	R330720.36	R329394.19	Establishment of Health Unit and availability of first aid kit.	👍	Safety Representative is appointed and First Aid Kit is in place.	Done
Oversee the Training Plans of staff so that each staff member within the Municipality has an updated and active training plan	Individual training plans including career development issues and progress against plans available for inspection.	R511365-00	R482211-94	Departmental Skills Audit Report Available	👍	Annual Training Plan compiled and submitted to the LLF	Done
Ensure the provision of efficient and effective service delivery to the community so that the requirements in the IDP are met.	Targets and implementation plans aligned to the IDP are developed and approved.	R95019-00	R87100-72	Review Report	👍	Councillors received computer training, relevant policy training and workshops	Done
To ensure that the institution operates in line within appropriate legislation	Provide Administrative Support: Centralization of HR records	R330720.36	R329394.19	Audit report	👍	Logistics to be finalized. Transfer of files in progress	The procurement of a right system is still outstanding

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To improve internal skills development and capacity, positioning description and job evaluation and employment equity	Provide a stable Labour Relations with Unions	R330720.36	R329394.19	Quarterly reports to MCM and Labour Forum	👍	No labour unrest experienced during the past year	Done
	Skills development compiled and submitted to LGSETA	R571365	R482211-94	Copy available for audit.	👍	Workplace Skills Plan and Implementation Report submitted within the prescribed period	Done
	Completion of job descriptions and evaluation	R330720.36	R329394.19	Audit of Job Description	👍	Job Descriptions compiled for all positions.	Done
	Review of the Employment Equity	R330720.36	R329394.19	Approved plan	👍	Council complies with the requirements of the Employment Equity Act. Draft Plan in place	The Department of Public Safety is behind with regard to Employment Equity
	All claims of skills levies received from SETA	R511365	R482211-94	Financial Report	👍	Skills Grant to the amount of R412866 received for compliance with Act.	Need to improve on Skill Development and increase the collection rate to 90%
	Compile a 5 year IT plan which assess the effectiveness and efficiency of current	R1224316	R1162953-50	Approved Plan	👍	Draft I T Plan in place	Plan need to be presented to council and adopted
	Develop and Implementation of Municipal Website	R1224316	R1162953-50	An operational Website	👍	Municipal Website developed and updated.	The current Municipal Website is linked to KZN

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	To ensure a functional Audit Committee meets at least four times.	R538897	R543216	Minutes	👍	Audit Committee appointed and meets as required	Tourism and does not respond to the needs of our local municipality Done,
	To ensure annual departmental Audit a are conducted	R538897	R543216	Quarterly Reports	👍	Departmental Audits performed on an ongoing basis	Done
To address employee welfare in the workplace	Conduct on-going employee assistance and provide quarterly reports	R288703	R279937-52	Quarterly report and the EAP program	👍	EAP program in place and reports submitted	Done
	Provide on-going capacity training to staff, 95% percent implementation of the skills program	R330720.36	R329394.19	Skills program report submitted monthly to Training Committee	👍	Monthly Training Report submitted to the Training Committee	Done
Administration Support	Pension claims finalized within 3 months	R330720.36	R329394.19	Monthly Reports to MCM and SSPC	👍	Some challenges are experienced from the Pension Fund and that causes delays.	The matter has been responded into, hence, the last few claims has been executed on time.
	Ill-health/medical boarding applications finalized within 4 months	R330720.36	R329394.19	Monthly reports to MCM and SSPC	👍	Monthly report submitted to the Support Services Portfolio Committee	Done







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Health Care	Weekly update of ordinary and Sick leave	R330720.36	R329394.19	Monthly reports to MCM.	👍	Monthly report submitted to MCM	Done
	Opening of Staff files within 1 months after the date of appointment	R330720.36	R329394.19	Monthly Staff turn-over reports to LLF	👍	Labour Turnover Report submitted to LLF monthly.	Done
	IOD Administration to ensure compliance	R330720.36	R329394.19	Minutes of Safety meetings	👍	Safety Committees appointed and compliance monitored.	Done
	Complete and implement AIDS education plan according to National HIV/AIDS strategic Plan	R208276-16	R2085759-80	Reports submitted to SSPC and Steering Committee	👍	Monthly report to the SSPC and HIV/AIDS Steering Committee appointed.	Done
	Provisions of Primary Health Care	R208276-16	R2085759-80	Approx 2400 community members receiving primary health care	👍	A record of +2500 community members have had access into our local primary health centres	Done
	1500 clients receiving treatments of mother to child transmission	R208276-16	R2085759-80	Provide records of treatments	👍	Treatment in place and monthly reports submitted to the SSPC	The treatment of mother to child transmission








DEPARTMENT: FINANCE SERVICES
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### Purpose








To Develop, Implement and Maintain appropriate mechanisms to timeously respond to the changing needs for financial information, the interpretation thereof and the rendering of technical advice to the accounting officer. Financial planning and Budgeting, Financial reporting as required by the MFMA and DORA. Develop and Implement revenue generation and collection strategies. Develop finance procedure.







KEY PERFORMANCE OBJECTIVES	KEY PERFORMANCE INDICATORS	BUDGET/ INPUTS	ACTUAL EXPENDITURE	ANNUAL TARGET	RATE 1:3	ACTUAL	MEASURES TO IMPROVE PERFORMANCE
To ensure the Municipality's financial viability and recover outstanding debts	Improve Debt Collection, 1%	197657	212122	Weekly and monthly reports			Need
	Reduce Credit Control Average Debtors Days to 100 Days	197658	212122	120 Days		188 days	Need to improve in our collection drive and reduce the number of days for collection, also the provision for the bad debt and indigent is still outstanding.
	To work with Legal Dept. to provide an analysis of uncollectible debts to write-off.	197657	212122	Analysis Report		Write off list per service submitted to Legal Section	The list was submitted to the Executive Committee
	Current Accounts Raised and recovered	460980	435709	95%		96% Electricity 91% Rates 62% Refuse	To develop a consolidated accounts for

							customers
Accurate and timeouts billing	Rates and Accounts issued within 10 days of month end	460980	435709	Monthly reports submitted to Management	👍	Report indicating date and number of accounts sent out by Laser technologies Still above R4.0	To improve the delivery of accounts at outskates areas.
	Reduce month end unidentified deposits from 3.0m to 0.5m	48756	41858	Section 71, MFMA Report	👍		The matter was reported to the new bank (ABSA)
Supply Chain Management	Establishment of a SCM Unit	39441	42211	Supply chain is centralized	👍	4 departments centralised	Two departments are due in November 2009.
	SCM database updated	39441	42211	Database is accessible in a software	👍	Database is developed and updated annually.	To migrate to an electronic database system.
	Procurement Policy to Assist SMME's	39441	42211	A procurement Policy to address and promote SMME	👍	The SMME policy by Department Economic Develop was work shopped with Council. The Supply Chain Management policy addresses the SMME in terms of the Functionality in bids.	The implementation of SMME Policies still need to be aligned to the Supply Chain Management Policy.
Prudent Financial management	Cash flow reported to MCM and included in monthly reporting	332257	334745	Reports made available for external inspection	👍	Cash flow report / Monthly Budget Statement report	Reports submitted to Provincial and National Treasury.
	+80 creditors paid within -30 days	332257	334745	Creditors Analysis report	👍	24 Days	The payment of creditors has been

	Nil over-expenditure on the Finance Vote	26814	57871	made available for external inspection 0% over expenditure was reported		Monthly Budget Statement report/ Expenditure by vote report	The adjustment budget is considered to deal with under-expenditure and over-expenditure in votes
Sustainability Management	Personnel cost to total operating income	565662	546915	Monthly Financial Report		The ratio is at 1:3	Good
	Repairs and Maintenance to annual operating revenue.	565662	546915	Monthly Financial Report		The ratio is at 1:40	Good
	Reduction in Insurance Claims	332257	334745	Reduce insurance claims by 2%		There has been an increase in the number of motor and asset claims.	There is a need to reduce motor vehicles accident
Comply with Financial Legislation	Monthly Budget to the Mayor within 10 days	26814	57871	Email/PAP Agenda		Monthly Budget Statement reports are submitted to Exco as per legislation	Done
	100% National Treasurer Reports submitted within Time-Frames	26814	57871	National Treasury Feedback and advice		90% of reports are submitted	Need to improve our reporting to National Treasury
	100% Implementation of MFMA implementation Plan	26814	57871	Steering Committee Agenda		96% Progress	To identify gaps and find solution, thus including appointment of qualified staff.



	Establishment of an Oversight Committee and Financial Performance Report	48756	41858	Oversight Committee Report		Oversight Committee Established and oversight report completed	Done
Provide an efficient, sound, economically viable and sustainable financial support service	Statements to AG by 30 August	48756	41858	Audit Report		Annual financial Statements submitted to the AG office	Done
	All costing from all Departments all processed by the twelve month	48756	41858	Monthly Reports/ section. 71		Expenditure report in Monthly Budget Statement	Done
	Reduction of 80% unresolved Finance related queries in Audit Letter (15)	48756	41858	Oversight Reports		Oversight report/ Audit report has outline a program to address all audit queries raised by the AG	Done
	30% sub-system reconciliation's signed off and suspense accounts cleared within 10 days month	48756	41858	Monthly Reconciliation		Monthly reconciliations reports are submitted to PAPC	Done
Safe Guard Council's Assets	Asset Register is accurate, up to date, complete and compliant	134349	175080	Asset Management Plan		Asset Register has been developed and a close-out report submitted to EXCO	Done
	One auction for Disposal of obsolete assets	134349	175080	Sale Record		Sale record / No sale in 2008/2009	There is a need to find an alternative in order to expedite the sale of land.

Provide an efficient, sound, economically viable and sustainable financial support service	5-year financial plan developed and approved by Council.	26814	57871	Document approved by Council		100%	Done
	Credit rating to be improved	565662	546915	Credit assessment Report		Credit Rating - No new rating obtained	N/A
	Current ratio-current assets/current liabilities > 1.6 (ability to meet short term commitment)	565662	546915	Monthly Report		1:01	Within the target
	Unqualified Audit Report	565662	546915	2007/2008 Audit Report		Unqualified report	Unqualified Report Achieved with matters.
	No overdraft during the year	565662	546915	0% Overdraft		0% Overdraft	Done
	Budgeting Compliance Checklist	565662	546915	Budget Evaluation Checklist Report		Budget evaluation checklist submitted to National Treasury annually	Done